



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0003270

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** X    **PO Date:** 04/18/2024    **PO End Date:**    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** STAPLES INC  
 DBA STAPLES CONTRACT AND COMMERCIAL LLC  
 DBA STAPLES BUSINESS ADVANTAGE  
 PO BOX 660409  
 DALLAS TX 75266-0409  
**United States**

**Ship To:** Texas Workforce Commission  
 1416 S NEW RD  
 RM 129  
 WACO TX 76711-1335  
 United States

**Bill To:** APPO@twc.texas.gov or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 470  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1042896127 020

**Purchaser:** Michael Kagan  
**Phone:** (737) 400-5664  
**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Contract Details: 615-C1  
 Start Date: 8/31/2023  
 End Date: 12/31/2024

Texas Smart Buy  
 Vendor Contact- Staples

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised dated 1/30/24 (ATTACHMENT 1)

TWC Contact  
 Name: Vanessa Trevino  
 Tel: (866) 630-3739 x5224  
 E-mail: vanessa.trevino@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pentel EnerGel RTX Retractable Gel Pens, Medium Point, Black Ink, Dozen (BL77-A)	13068	620/80	2.0000	DOZ	\$15.35000	\$30.70	04/24/2024
							<b>Schedule Total</b>	<input type="text" value="\$30.70"/>
							<b>ReqID:</b> 0000047041	
							<b>Item Total for Line # 1</b>	<input type="text" value="\$30.70"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**04/18/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Pentel EnerGel RTX Retractable Gel Pen, Medium Point, Blue Ink, Dozen (BL77C)	13068	620/80	2.0000	DOZ	\$15.35000	\$30.70	04/24/2024
							<b>Schedule Total</b>	<input type="text" value="\$30.70"/>
					<b>ReqID:</b> 0000047041			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$30.70"/>

**Total PO Amount**

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**IMPORTANT CONDITIONS OF ORDER**  
 This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.  
 \* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.  
 \* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.  
 \* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.  
 Tax Exempt ID -742764775.  
 STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**04/18/2024**